



Solicitation Information
23 Feb 05

LOI # B04824

TITLE: Facilitator - Diversity Training

Submission Deadline: 3 March 05 @ 2:00 PM (Eastern Time)

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated
Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Administration / Human Resources Outreach & Diversity (HROD) Office is soliciting proposals from qualified vendors to facilitate a diversity-orientation training program designed through a labor-management grant by the Federal Mediation & Conciliation Service (FMCS). This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.state.ri.us

It is the intent of the State to use this solicitation to establish a qualified vendor list for a three-year Master Price Agreement, administered by the Human Resources Outreach & Diversity Office.

This is a Request for Letters of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposal misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. PROPOSALS FAXED OR E-MAILED TO THE STATE WILL NOT BE CONSIDERED. The official time clock is located in the Reception Area of the Division of Purchases, One Capitol Hill, Providence, RI.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to

transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendor(s).

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

- Facilitation of a diversity-orientation training program for state employees of the Department of Mental Health, Retardation and Hospitals designed through a labor-management grant by the Federal Mediation & Conciliation Services, in conjunction with the State of Rhode Island. The training shall include but not be limited to:
- Observation of an eight-hour training program of state employees from the Department of Mental Health, Retardation & Hospitals (MHRH) being facilitated by diversity trainers from the Federal Mediation & Conciliation Services (FMCS). March 7th, 8th or 9th, 2005 are designated dates for the observation of training, at vendor's availability with HROD approval. Scheduled hours are 8:00AM to 4:00PM. Training program methodology, content, and delivery, as presented by the FMCS trainers, can be observed at one of these sessions.
- Facilitation: On March 29th, 30th, and 31st, 2005, FMCS diversity trainers shall be available to observe the facilitators in conducting an actual diversity-orientation training program with a group of approximately 25 state employees of MHRH for an eight-hour period. Scheduled hours are 8:00AM to 4:00PM. FMCS trainers shall privately critique the facilitator to enhance their performance. The FMCS trainers shall remain available at the close of the session to respond to the facilitators concerns and questions. All subsequent training sessions shall be at the direction of the facilitator only. The training shall include but not be limited to:
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*
- Offeror's should be mindful of the State's MBE requirements. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- All proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Interested parties are reminded to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released, in the form of an addendum to the solicitation.

Training Content:

- History of Diversity.
- Dimensions of diversity.
- Stereotyping and conditioning.
- Organizational Awareness – The Need for Inclusion.
- How to handle offensive behavior.
- Multicultural Problem Solving Strategies.
- Team Building.
- Cross Cultural Communication.
- Cross Cultural Conflict Resolution.

- Train employees of the state to become trainers of the FMCS diversity-orientation training program.

QUALIFICATIONS

To be considered qualified, offerors must demonstrate through references, resumes, certificates, and other means of description, their competence in the following:

General Qualifications:

- Demonstrated commitment to civil rights and related topics.
- Knowledge and/or experience in training, facilitating, or leading organizations.
- Effective communication and presentation skills.
- General appeal to diversified audiences, evident by positive behaviors.
- Skilled and energetic presenter who combines experience with leading edge training methods to deliver training experiences.
- Minimum two years of teaching or training experience.
- An understanding of and appreciation for Diversity.
- Familiarity with computer and audio-visual equipment.
- Willingness to work various shifts.
- Strong interest in assisting with the State's effort to foster Diversity competence.
- Highly self-motivated; able to work well with general direction, as part of a train-the-trainer diversity program.

Vendor Business Requirements:

- References of work performed.
- Quality Guarantee: The vendor guarantees that work performed will meet specifications and will be subject to Quality Assurance review by the state. Non-compliance will result in non-payment for services.

MEDIA/VENUES

The State of Rhode Island will provide all training equipment, films, and training materials. Each training session will have up to approximately 30 people in attendance at a time.

The location of the training will be established and provided by the State of Rhode Island.

QUESTIONS AND SUBMISSION

Questions concerning this solicitation may be directed to Cheryl Burrell at 401 222- 6397

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases on or before the date & time listed on page one of the solicitation. Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # B04824: **“Facilitator – Diversity Trainer”**" to:

| <i>By Courier:</i> | <i>By Mail:</i> |
|---|---|
| RI Dept. of Administration Division of Purchases, 2 nd floor One Capitol Hill Providence, RI 02908-5855 | RI Department of Administration Division of Purchases P. O. Box 6528 Providence, RI 02940-6528 |

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A statement of experience describing the Vendor's background, qualification, and experience with and for similar projects, and all information described earlier in this solicitation.
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>

EVALUATION AND SELECTION

Only offerors who can demonstrate that they meet the General Requirements and Vendor Business Requirements above will be considered for selection.

Each vendor shall be paid an hourly rate of \$50 for attending the orientation. Once fully acquainted with the FMCS diversity training program content and materials, each vendor shall be paid at a rate of \$100 hourly for their facilitation services, not to exceed \$800 per day.

The Pilot Project Subcommittee of the Labor Management Committee (LMC) will have responsibility over the Selection process. This subcommittee will evaluate and score all proposals using the following criteria:

| | |
|--|-------------------|
| Qualifications of the Offeror (including knowledge, skills, etc.) | 60 points |
| Experience in similar projects undertaken (References) | 30 points |
| General presentation and appeal | 10 points |
| <hr/> | |
| TOTAL | 100 points |

Submissions must receive a minimum of 75 points to qualify for inclusion in this Master Price Agreement. Responses scoring less than 70 technical points will be dropped from further consideration.

Once the M.P.A. is established, the Human Resources Outreach & Diversity (HROD) Office will select the appropriate vendor(s) from the qualified list for service to the using State Agency. The selection will be based on the need of the Agency, the appropriation of funds, and the availability of vendors on the Master Price Agreement. Inclusion on the Master Price Agreement is no guarantee of income. HROD will select alternates in the event of default of the original vendor. The Master Price Agreement will be for a three-year term (March 05 – March 08).

Notwithstanding the above, the State reserves the right to accept or reject any or all offerors and to act in its best interest.

The Pilot Project Subcommittee of the Labor Management Committee (LMC) will present written findings, including the results of all evaluations, and make its recommendations to the State Purchasing Agent, or his designee, who will make the final award decision(s).

END